



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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ISIS Memorandum 05-034

To: ISIS Agency Liaisons
Employee Administrators
Technical Coordinators
Business Objects Users
Purchasing Personnel

Subject: Online Learning Courses in LEO

In an effort to make Online Learning courses easily accessible to all ISIS users, a new Online Learning option has been added to LEO. The Online Learning courses previously available from the OIS website are now accessible through LEO by selecting **My Work** from the first level toolbar and **Online Learning** on the second level toolbar. A window with the list of **Statewide Systems** courses will display.

In addition to the existing courses, new courses for LEO Online Leave and Business Objects are also available. The Online Leave courses are only needed by agencies that currently use LEO Online Leave or plan to implement it in the near future.

The new Business Objects course addresses building queries in WebIntelligence and is the first of three which will be offered to replace the old Intermediate Business Objects instructor-led course. The remaining WebIntelligence courses are expected to be complete by July 1. Notification will be distributed to the Business Objects mailing list as each course is made available in LEO.

The Statewide Systems courses available in LEO are:

Adhoc Reporting:

- **Business Objects Introduction to InfoView** – shows students how to view, refresh, print, save and send WebIntelligence and ZABO reports. This is not a report writing course.
- **Business Objects WebIntelligence – Building Queries** – shows students how to create and edit WebIntelligence reports that answer specific business questions related to state agency operations. Student will build queries that retrieve data from a specific database and return that data in table (report) form.
- **Business Objects Changes to WebI** – shows students the differences between WebIntelligence version 2.7 and version 6.5.1.
- **Business Objects Changes to ZABO** – shows students the differences between ZABO version 5.1.8 and version 6.5.1.

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Online Leave:

- **Creating and Canceling a Leave Request** – shows students how to create and cancel a leave request using the Online Leave process in LEO.
- **Approving a Leave Request** – shows students how to approve a leave request or leave cancellation request and how to create a substitute approver for a scheduled absence from work.

Procurement:

- **LA eCat Fundamentals** – show students the basic fundamentals of the eCat system such as logging on, navigating and routine system tasks.
- **LA eCat Purchasing** – shows students how to complete some of the more advanced functions in the eCat system such as completing a requisition and viewing purchase orders.

Please note that access to online courses from the OIS website and WULF will be removed effective **Friday, March 4, 2005**. Please inform all appropriate agency personnel of this change.

Questions may be directed to the ISIS Help Desk at (225) 342-2677, option 3, option 2.

SV/dak

c. Whit Kling, Deputy Undersecretary